

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Parks and Recreation
P.O. Box 942896
Sacramento, CA 94296



Employee Name	COLEMAN, Ruth
Expense Dates	03/18/10-03/18/10
Total Expense Amount	1060.80*
Amount Due Employee	0.00
Form ID	TEA000634022

CLAIM EXCEPTION(S)

	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	

*As referenced on page 4, under the Comments section:
Reimbursement check from the National Association of State Park Directors in the amount of \$1,060.80 was deposited on April 14, 2010, tracking number ROC - 2B 070-3800

I have reviewed the following documents.

Approved
by:

Original signed by Michael Harris, Acting Chief Deputy Director

Michael F HARRIS

Travel & Expense Account Summary

Employee Name Ruth COLEMAN
Expense Dates 03/18/10-03/18/10
Report Name NASPD-March 2010 Mid Year Board Meeting

Request Total \$ 1060.80
Direct Charge Total - 1060.80
Travel Advances - 0.00
Net Due Employee = **0.00**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	NASPD 03/2010	1060.80

DATE	Thu Mar 18									TOTAL
O/ S Commercial Air Fare (d)	1060.80									1060.80
TOTALS \$	1060.80									1060.80

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	NASPD	03/18/10	O/S Commercial Air Fare	1060.80	Direct Charge

**Travel & Expense Account
Summary & Detail**

Comments

Subject	Comment
O/S Commercial Air Fare on 03/18/10 for 1060.80	This trip was paid entirely by the National State Parks Directors (NASPD); no expenses were incurred by the State of California. A check (#1237) in the amount of \$1,060.80 was issued to CSP to reimburse the commercial airfare.